

Microsoft Office							
Norwich	Days	Aug	Sept	Oct	Nov	Dec	Price
Microsoft Excel							
Introduction	1	1 / 20	4 / 24	10 / 25	5 / 21	3 / 18	£175
Intermediate	1	2 / 21	5 / 25	11 / 26	6 / 22	4 / 19	£175
Advanced - Level 1	1	7 / 30	13	15	15	10	£175
Advanced - Level 2	1	8 / 31	14	16	16	11	£175
Visual Basic	2	*	*	*	*	*	£495
Microsoft Word							
Introduction	1	*	6	*	7	*	£175
Intermediate	1	*	7	*	8	*	£175
Advanced - Level 1	1	16	*	2	*	3	£175
Advanced - Level 2	1	17	*	3	*	4	£175
Microsoft Access							
Introduction	2	*	6-7	*	12-13	*	£350
Intermediate	1	9	*	8	*	12	£175
Advanced	1	10	*	9	*	13	£175
Visual Basic	2	*	*	*	*	*	£495
Microsoft Outlook							
Introduction	1	*	*	1	*	*	£175
Microsoft PowerPoint							
Introduction	1	*	27	*	26	*	£175
Advanced	1	23	*	29	*	17	£175
Microsoft Project							
Introduction	1	13-14	*	4-5	8-9	18-19	£395
Advanced	1	*	*	*	*	*	£250
Microsoft Publisher							
Introduction	1	*	5	*	*	13	£175
Microsoft Visio							
Introduction	1	*	*	19	*	*	£250
Bury St Edmunds							
Days	Aug	Sep	Oct	Nov	Dec	Price	
Microsoft Excel							
Introduction	1	*	*	8	*	*	£175
Intermediate	1	*	*	9	*	*	£175
Advanced - Level 1	1	*	*	*	*	*	£175
Advanced - Level 2	1	*	*	*	*	*	£175
Kings's Lynn							
Days	Aug	Sep	Oct	Nov	Dec	Price	
Microsoft Excel							
Introduction	1	*	18	*	*	*	£175
Intermediate	1	*	19	*	*	*	£175
Advanced - Level 1	1	*	*	*	*	*	£175
Advanced - Level 2	1	*	*	*	*	*	£175
Web Design							
Norwich	Days	Aug	Sep	Oct	Nov	Dec	Price
Creating Video Content for the Web							
Introduction	2	*	*	*	*	*	£600
Wordpress							
Introduction	1	*	10	*	2	*	£250

Prices quoted are per person and are exclusive of VAT. Terms and conditions apply. All details correct at time of publication, Jarrold Training reserves the right to change dates, prices and course content without notice.

Technical & Programming

Norwich	Days	Aug	Sep	Oct	Nov	Dec	Price
C# .Net Programming							
Introduction	3	*	*	*	*	*	£925
Developing Windows Applications	3	*	*	*	*	*	£925
Exchange Server							
Installing and Managing	3	*	*	*	*	*	£925
PowerShell							
Administration and Scripting	3	13-15	*	*	*	*	£925
SQL Server							
Install & Admin		*	*	*	*	*	£925
Programming and Development	3	*	24-26	*	*	*	£925
SharePoint							
Installation and Administration	3	*	*	15-17	*	*	£925
Window Server							
Configuring, Managing and Maintaining	3		*	*	*	*	£925

Adobe Creative Suite

Norwich	Days	Aug	Sep	Oct	Nov	Dec	Price
Adobe Creative Cloud Essentials							
Introduction	2	*	17-18	*	*	*	£495
Adobe Creative Design Techniques							
Introduction	1	*	19	*	*	*	£265
Illustrator							
Introduction	2	*	*	10-11	*	*	£495
Advanced	1	*	*	*	*	*	£265
InDesign							
Introduction	2	16-17	20-21	*	19-20	*	£495
Advanced	1	*	*	12	*	*	£265
Photoshop							
Introduction	2	*	*	8-9	*	*	£495
Advanced	1	*	*	*	*	*	£265

Social Media, SEO & PPC

Norwich	Days	Aug	Sep	Oct	Nov	Dec	Price
SEO & PCC							
Google Adwords	1	*	*	31	*	*	£300
Google Analytics	1	*	12	*	*	*	£300
Search Engine Optimisation	2	*	*	17-18	*	*	£600
Social Media							
Beginners Guide to Social Media	1	*	25	*	*		£300
Advanced Guide to Social Media	1	*	*	8	*	*	£300
Social Media Strategy & Blogging	1/2	*	*	29 (am)	*	*	£150
Twitter for Business	1/2	*	*	29 (pm)	*	*	£150
Facebook for Business	1/2	*	*	*	9 (am)	*	£150
LinkedIn for Business	1/2	*	*	*	9 (pm)	*	£150
Pinterest & Instagram for Business	1/2	*	*	*	20 (am)	*	£150
Creative Content Workshop	1/2	*	*	*	20 (pm)	*	£150

Prices quoted are per person and are exclusive of VAT. Terms and conditions apply. All details correct at time of publication, Jarrold Training reserves the right to change dates, prices and course content without notice.

Management Training & Personal Development
Norwich
Drive - Director & Senior Management Development (8 half day sessions)

May 2018 (am)	17, 24 May, 7, 14, 21, 28 June, 5 and 12 July (Thursday mornings)	£2,050
ILM Level 5 Award in Management (Additional Fee)		£200

Forefront - Team Leader Development (6 half day sessions)

September 2018 (am)	7, 14, 21 September 5, 12 and 19 October (Friday mornings)	£1,495
October 2018 (am)	2, 9, 16, 30 October, 6 and 13 November (Tuesday mornings)	£1,495
November 2018 (am)	2, 9, 16, 23, 30 November and 7 December (Friday mornings)	
ILM Level 3 Award in First Line Management (Additional Fee)		£180

Presence - Communication & Influencing Skills (6 half day sessions)

Please call us for dates	£1,395
--------------------------	--------

Bury St Edmunds
Forefront - Team Leader Development (1 full day and 4 half day sessions)

October 2018	5 October (full day), 12, 19 October, 2 and 9 November (Friday mornings)	£1,495
ILM Level 3 Award in First Line Management (Additional Fee)		£180

Project Management

Norwich	Days	Aug	Sep	Oct	Nov	Dec	Price
Introduction to Project Management	1	*	*	9	*	*	£250

Agile PM

Foundation	2	*	*	8-9	*	*	£799
Foundation & Practitioner	4	*	*	8-11	*	*	£1,495

APM

Project Fundamentals	2	*	*	*	1-2	*	£695
Project Management	5	*	17-21	*	*	3-7	£1,495

PRINCE2®

Foundation	3	*	10-12	*	12-14	*	£695
Foundation & Practitioner	5	*	10-14	*	12-16	*	£1,095
Practitioner Upgrade	2	*	13-14	*	15-16	*	£575

MSP

Foundation	3	*	*	29-31	*	*	£695
Foundation & Practitioner	5	*	*	29 October - 2 November		*	£1,095

Cambridge

Days	Aug	Sep	Oct	Nov	Dec	Price	
Foundation	3	*	3-5	*	19-23	*	£695
Foundation & Practitioner	5	*	3-7	*	19-21	*	£1,095

Chelmsford

Days	Aug	Sep	Oct	Nov	Dec	Price
Foundation	3	*	*	*	*	£695
Foundation & Practitioner	5	*	17-21	29 Oct - 2 Nov	*	£1,095

Ipswich

Days	Aug	Sep	Oct	Nov	Dec	Price	
Foundation	3	*	24-26	*	26-28	*	£695
Foundation & Practitioner	5	*	24-28	*	26-30	*	£1,095

For other Project Management venues and dates please visit our website

Prices quoted are per person and are exclusive of VAT. Terms and conditions apply. All details correct at time of publication, Jarrod Training reserves the right to change dates, prices and course content without notice.

Business & Personal Development

Norwich	Days	Aug	Sep	Oct	Nov	Dec	Price
---------	------	-----	-----	-----	-----	-----	-------

Business Skills

Assertiveness	1	*	*	1	*	*	£250
Bids & Tender Writing	1	*	*	*	*	*	£250
Business Writing Skills	1	*	*	1	*	7	£250
Communication Skills	1	*	27	30	*	4	£250
Conducting Effective Meetings	1	*	*	*	*	*	£250
Influencing Skills	1	16	*	*	19	*	£250
Minute Taking	1	*	5	*	16	*	£250
NLP Introduction	1	*	*	26	*	*	£250
NLP Level 1	1	*	*	*	*	*	£250
PA / Executive Assistant	1	*	*	10	*	*	£250
Presentation Skills	1	2	*	15	*	12	£250
Report Writing	1	*	*	3	*	*	£250
Time Management	1	*	*	8	*	*	£250
Train the Trainer	1	*	25	*	*	6	£250
Writing for the Web	1	*	*	*	1	*	£250

Finance

Credit Control	1	*	12	*	*	*	£250
Finance for Non-Financial Managers	1	*	24	*	*	11	£250

HR

Appraisal	1	*	6	*	*	*	£250
Conflict Resolution	1	*	*	29	*	*	£250
HR Essentials for Line Managers	1	*	*	25	*	*	£250
Managing Stress and Workplace Pressue	1	*	*	*	7	*	£250
Recruitment & Selection	1	*	*	*	1	*	£250

Sales & Customer Service

Customer Care	1	*	*	*	14	*	£250
Dealing with Difficult People	1	*	*	31	*	*	£250
Handling Customer Complaints	1	*	*	*	*	*	£250
Negotiating Skills	1	*	11	*	*	17	£250

Team Performance

Effective Team Leadership and Motivation	1	*	13	*	12	*	£250
Managing Your Team: Performance and Employment Law	1	*	11	*	*	*	£275

Bury St Edmunds

Days	Aug	Sep	Oct	Nov	Dec	Price
------	-----	-----	-----	-----	-----	-------

Business Skills

Communication Skills	1	*	*	*	*	*	£250
Presentation Skills	1	*	26	*	*	*	£250
Time Management	1	*	14	*	*	*	£250

Sales & Customer Service

Customer Care	1	*	*	*	*	*	£250
Train the Trainer	1	*	*	*	*	*	£250

King's Lynn

Days	Aug	Sep	Oct	Nov	Dec	Price
------	-----	-----	-----	-----	-----	-------

Business Skills

Presentation Skills	1	*	*	*	*	*	£250
Minute Taking	1	*	*	*	*	*	£250
Time Management	1	*	*	*	*	*	£250

Prices quoted are per person and are exclusive of VAT. Terms and conditions apply. All details correct at time of publication, Jarrold Training reserves the right to change dates, prices and course content without notice.

Health & Safety

Norwich	Days	Aug	Sep	Oct	Nov	Dec	Price
---------	------	-----	-----	-----	-----	-----	-------

IOSH							
Working Safely	1	*	20	16	15	13	£170
Managing Safely	3	13-15	17-19	10-12	12-14	10-12	£545
Leading Safely	6 hours	*	28	*	*	*	£295

NEBOSH

Award in Health and Safety at Work	3	*	21, 27 & 28	*	*	5-7	£595
National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 10, 11, 12, 13 and 14 September, Revision: 24 September (am), Exam: 26 September (9.30am) GC2: 1, 2, 3, 4 and 5 October, Revision: 15 October (pm), Exam: 17 October (2pm)					£1,495
Fire Certificate - Units: FC1 & FC3	5 + exams	FC1: 26, 27, 28, 29 and 30 November, Exam: 5 December (2 pm)					£850
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 17, 18, 19, 20 and 21 September, Exam: 25 September (9.30am)					£850
Construction - Units: NCC1& NCC2	10 + exams	Week 1: 22, 23, 24, 25 and 26 October Week 2: 12, 13, 14, 15 and 16 November. Exam: 17 October (2pm)					£1,495

Bury St Edmunds	Days	Aug	Sep	Oct	Nov	Dec	Price
-----------------	------	-----	-----	-----	-----	-----	-------

IOSH							
Managing Safely	4	*	*	15-17	*	*	£545

King's Lynn	Days	Aug	Sep	Oct	Nov	Dec	Price
-------------	------	-----	-----	-----	-----	-----	-------

IOSH							
Managing Safely	4	*	*	30 Oct - 1 Nov		*	£545

NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 1, 2, 3, 4 and 5 October, Revision: 29 October (am), Exam: 31 October (9.30am) GC2: 15, 16, 17, 18 and 19 October, Revision: 29 October (pm), Exam: 31 October (2pm)					£1,495
---	------------	---	--	--	--	--	--------

First Aid

Norwich	Days	Aug	Sep	Oct	Nov	Dec	Price
---------	------	-----	-----	-----	-----	-----	-------

Quasafe Awards

Level 3 Award in Emergency First Aid at Work (RQF)	1	*	*	*	5	*	£95
Level 3 Award in First Aid at Work (RQF)	3	*	*	*	*	*	£295

Bury St Edmunds	Days	Aug	Sep	Oct	Nov	Dec	Price
-----------------	------	-----	-----	-----	-----	-----	-------

Quasafe Awards

Level 3 Award in Emergency First Aid at Work (RQF)	1	*	*	10	*	*	£95
--	---	---	---	----	---	---	-----

Food Safety

Norwich	Days	Aug	Sep	Oct	Nov	Dec	Price
---------	------	-----	-----	-----	-----	-----	-------

Highfield Qualifications

Level 2 Award in Food Safety in Catering (RQF)	1	*	*	*	*	*	£95
Level 2 Award in Food Safety in Manufacturing (RQF)	1	*	6	*	*	*	£95
Level 3 Award in Food Safety in Catering (RQF)	3	*	*	*	21-23	*	£395
Level 3 Award in Food Safety in Manufacturing (RQF)	3	*	*	*	*	*	£395

Bury St Edmunds	Days	Aug	Sep	Oct	Nov	Dec	Price
-----------------	------	-----	-----	-----	-----	-----	-------

Highfield Qualifications

Level 3 Award in Food Safety in Manufacturing (RQF)	3	*	*	23-25	*	*	£395
---	---	---	---	-------	---	---	------

HACCP

Norwich	Days	Aug	Sep	Oct	Nov	Dec	Price
---------	------	-----	-----	-----	-----	-----	-------

Highfield Qualifications

Level 2 Award in HACCP for Catering (RQF)	1	*	*	*	*	*	£195
Level 2 Award in HACCP for Food Manufacturing (RQF)	1	*	*	31	*	*	£195
Level 3 Award in HACCP for Catering (RQF)	2	*	*	*	*	*	£395
Level 3 Award in HACCP for Food Manufacturing (RQF)	2	*	*	3-4	*	*	£395

Prices quoted are per person and are exclusive of VAT. Terms and conditions apply. All details correct at time of publication, Jarrold Training reserves the right to change dates, prices and course content without notice.